

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible supervisory police work involving the supervision of police officers. An employee of this class is responsible for transmitting orders to police officers in person or by radio to those on patrol. While on headquarters duty an employee of this class handles office details of arrests. Supervision is exercised over subordinate officers in the field and over officers assigned as assistants in the station. Acts as police chief in the absence of the chief, as directed. Supervision is received from a superior.

EXAMPLES OF WORK

(NOTE: These examples indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in directing the activities of a group of employees engaged in patrol, directing traffic, and in answering complaints;

Acts as police chief in the absence of the chief, as directed;

Checks police officers at station and while they are on patrol and offers assistance, makes suggestions, or gives instructions for the better performance of their duty;

Transmits orders to police officers in person or by radio and receives reports from them in like manner;

Reviews the work of subordinate officers during progress and upon completion;

Makes arrests, transports offenders to jail, makes charges, interrogates prisoners, obtains information and confessions;

Answers telephone and operates police radio at station and maintains log of such calls;

Reports any breach of duty or inefficiency to superior as indicated;

Makes daily oral or written reports as required;

Maintains or supervises the maintenance of records and reports;

Performs various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

Must be regular and permanent employee in good standing in the class of Police Officer First Class;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning work in class.

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